

10 February 1998**Communications****COMMUNICATIONS-COMPUTER SYSTEM REQUIREMENTS PROCESSING****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction establishes and outlines the policies and procedures for defining and acquiring Command, Control, Communications and Computer (C4) Systems at Sheppard Air Force Base. This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It applies to requests submitted for computer hardware and software, fixed communications-computer systems, telephone equipment and service, Land Mobile Radio (LMR) equipment, and cellular telephones. In this instruction, the term "C4 systems," unless otherwise stated, means communications-computer systems.

SUMMARY OF CHANGES

This revision modifies Attachment 1 and paragraph A.1.8. An * indicates revision from the previous edition.

Section A -- Introduction

This instruction provides guidelines for processing C4 systems requirements and purchases. The policies in this instruction apply to the management and acquisition of C4 assets for units assigned to Sheppard AFB.

Section B -- Responsibilities

All C4 system requirements, whether for equipment, services, manpower, or support, will be validated/approved by the installation commander or MAJCOM, as appropriate, except for tenant units. Requirements for tenant units are reviewed by the base. Validation/approval will be the responsibility of their respective MAJCOMs.

Section C -- Delegation Of Approval Authority

- 1.1. Communications Systems Officer, (CSO) can approve requirements up to \$50,000.
- 1.2. 82 CS/SCX can approve telephone-related requirements up to \$5,000.
- 1.3. 82 CS/SCB can approve computer- and network-related requirements up to \$5,000.
- 1.4. 82 CS/SCBB can approve purchases of Automated Data Processing Equipment (ADPE) and parts under \$3,000.

Section D -- Requirement Procedures

- 2.1. User identifies a shortfall in C4 capability (requirement).
- 2.2. User identifies the appropriate Office of Primary Responsibility (OPR) in the 82d Communications Squadron by using Table 1-1 (see Atch 1).
- 2.3. With the assistance of the OPR, the user initiates a C4 requirements document. A C4 requirement may be documented on AF Form 9, AF Form 601, AF Form 3215, or SAFB Form 286. Additionally, it may be prepared in electronic format (ref: AFI 33-102, Attachment 2).

2.4. The OPR will receive the C4 requirement and assign a C4 tracking number.

2.4.1. 82 CS/SCXH will use the 1000-series tracking numbers for telephone-related requirements.

2.4.2. 82 CS/SCXS will use the 2000-series tracking numbers for Air Traffic Control and Landing Systems (ATCALS), Local Area Networks, (LANs) and cable requirements.

2.4.3. 82 CS/SCBB will use the 3000-series tracking numbers for ADPE requirements.

2.4.4. 82 CS/SCXH will use the 4000-series tracking numbers for LMR requirements.

2.5. The OPR obtains a technical solution for the C4 requirement. The OPR must ensure the technical solution is acceptable to the user.

2.6. The OPR determines approval/validation authority and obtains the appropriate approval/validation decision.

2.7. Disposition of C4 requirements.

2.7.1. Approved requirements are implemented.

2.7.2. Validated requirements are returned to the user for funding.

2.7.3. Disapproved requirements are returned to the user.

2.7.4. Once approved/validated, the user follows normal purchase procedures. If using IMPAC for the purchase, the user must follow the guidance in para 2.8.

2.8. ADPE purchases using IMPAC

2.8.1. The purchaser must process a SAFB Form 286 to notify the Equipment Control Officer (ECO) of the intent to purchase hardware using the IMPAC.

2.8.2. If purchased locally, the purchaser must notify the ECO of purchase within one duty day so machine records may be updated.

2.8.3. If equipment is shipped, delivery will be to the ECO utilizing the "Ship To" information on SAFB Form 286.

2.8.4. The ECO will conduct random checks of equipment accounts and finance records to monitor compliance with directives.

2.8.5. Failure to comply will result in freezing of the organization's equipment account. In addition, 82 CONS could revoke IMPAC privileges.

Section E -- Authority

3.1. The Installation Commander has delegated approval authority for technical solutions as prescribed in Table 1-1.

Section F -- Forms Cited:

4.1. AF Form 9, *Request for Purchase*, Mar 77. AF Form 601, *Equipment Action Request*, Jun 91. AF Form 3215, *C4 Systems Requirement Document*, Aug 94. SAFB Form 96, *ADPE Routine Equipment Transfer Request*, Apr 94. SAFB Form 286, *Notification of ADPE Purchase Using IMPAC*, Apr 97.

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Attachment:

Office of Primary Responsibility (OPR) For Requirements

***OFFICE OF PRIMARY RESPONSIBILITY (OPR) FOR REQUIREMENTS**

Type of Requirement	OPR	Requirement Document	Validation Authority	Approval Authority	Notes
Nonstandard ADPE	82 CS/SCBB	AF Form 3215, Waiver request	CSO	CSO, 82 TRW/CV or MAJCOM	1, 2
Standard ADPE	82 CS/SCBB	AF Form 9	82 CS/SCBB	82 CS/SCBB, 82 CS/SCB, CSO, or TRW/CV	1, 2 3, 4
Four Wire Data Circuits	82 CS/SCX	AF Form 3215, Circuit Diagram	82 CS/SCX	82 CS/SCX	1, 2 3, 4
ADPE Transfers	82 CS/SCBB	SAFB Form 96	82 CS/SCBB	82 CS/SCB	5
ADPE Turn-ins	82 CS/SCBB	AF Form 3215, SF Form 120	82 CS/SCBB	82 CS/SCB	6
*\$500 Threshold	User	AF Form 9	User	Unit CC	7, 8
Telephone/Minor Cable Jobs	82 CS/SCXH	AF Form 3215	82 CS/SCXH	82 CS/SCX, CSO, or 82 TRW/CV	9
Cellular Telephones	82 CS/SCXH	AF Form 3215	CSO	82 TRW/CV	10
Radio Networks (Frequencies)	82 CS/SCXH	AF Form 3215	CSO	MAJCOM	10
Radio Equipment and Pagers	82 CS/SCXH	AF Form 601	CSO	CSO, 82 TRW/CV, or MAJCOM	10
Facsimile Machine	82 CS/SCXH	AF Form 601	82 CS/SCX	82 CS/SCX	11
Telephone Answering Machine/Voice Mail	82 CS/SCXH	AF Form 601, or AF Form 3215	82 CS/SCX	82 CS/SCX	11,12
Local Area Networks	82 CS/SCBB	AF Form 3215	82 CS/SCBB	82 CS/SCB, CSO, or MAJCOM	1, 2, 13
Air Traffic Control and Landing Systems	82 CS/SCX	AF Form 3215	CSO	MAJCOM	1, 2, 13
Major Cable Projects	82 CS/SCX	AF Form 3215	CSO	82 TRW/CV	1, 2, 13

A1.1. Customer Service personnel will ensure technical solutions are in compliance with C4 architectures, master plans, and integration/requirement guides.

A1.2. The Computer Facility Manager must include the following signed statement, "This Computer/Software/Peripheral will/will not be used to process classified information now or in the future."

A1.3. The term "Standard" means times are purchased from the Air Force Standard Requirements Contracts.

A1.4. AF Form 9 must be signed by the originating activity's Squadron/Group Commander. The Squadron/Group Commander is only approving the expenditure of funds for the requirement.

A1.5. ADPE equipment transfers will be submitted using an SAFB Form 96, ADPE Routine Equipment Transfer Request, from the gaining organization and signed by both the losing and gaining ADPE custodians.

A1.6. Serviceable ADPE requiring turn-in action must be advertised as excess in the 82 TRW Bulletin prior to submitting the AF Form 3215, C4 Systems Requirement Document.

A1.7. Processing through the 82d Communications Squadron is not necessary.

*A1.8. External components (e.g., servers, CPUs, PC terminals, monitors, printers, etc.) with a purchase price less than \$500 are not accountable by the Base Equipment Control Officer (ECO). Internal components (e.g., memory network interface cards, etc.)—are not accountable by the ECO. Unit commanders should develop local procedures to account for these items in-house.

A1.9. Telephone requirements will be submitted on AF Form 3215, accompanied by a diagram of the proposed work.

A1.10. Cellular telephones should not be considered when a less expensive method (LMRs, pagers, or telephones) can satisfy the requirement.

A1.11. Submit AF Form 3215 to 82 CS/SCXH to obtain a dedicated line. Facsimile machines require a dedicated telephone line. Attach approved AF Form 3215 to AF Form 601.

A1.12. Answering machines are only authorized for positions/offices staffed by one person and his/her duties require him/her to be out of the office frequently and immediate response is not required.

A1.13. LAN is defined as equipment and software that is integral to the operation of the LAN system to include file server, network software, and other LAN components, (e.g., line drivers, multiplexers, etc.). LAN will be subject to the expense/investment dollar threshold of \$50,000.00. New LANs must include all associated equipment needed to make the system operational. Upgrades or modifications to the LAN are priced separately from the original purchase; however, the requests cannot be fragmented to circumvent the dollar threshold. Separate upgrades/modifications made to a LAN within 12 months of each other will be considered part of the same requirement and the total upgrade/modification cost will be subject to the expense/investment criteria.